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What to do in an

EMERGENCY

U.S.

Federal Protective Service
General Services Administration

What to do in an emergency

What would you do if you smelled smoke or saw a fire in your building? If the person working next to you suddenly had a heart attack?

In emergency situations like these, proper instructions really count. You can protect your own safety and possibly help someone else if you know what to do, how to do it, and whom to contact for help. Knowing *exactly* what to do could save lives. You can also help in any crisis in your building by keeping calm and acting sensibly.

Here are instructions for common building emergencies.

Fire

Use the fire alarm box, if one is in the building.

If not, call the Fire Department and the Federal Protective Service.

Follow your fire drill route to the nearest stairway and either out of the building or to your assigned safe area.

Tornado

If you have time, cut off electricity and fuel lines and open windows to help reduce damage.

Go to an inside hall on the lowest floor of the building. Stay away from windows.

After the tornado has passed, stay where you are.

If the emergency team tells you to move, follow their instructions exactly and walk carefully through damaged areas because you might stumble on debris or come in contact with live wires. Do not light cigarettes, lanterns, or torches, which could ignite gas leaking from damaged pipes.

Earthquake

During an earthquake, move away from windows, file cabinets, bookcases, or stacked equipment. Take cover under a desk or table or stand in a doorway.

After the earthquake, stay where you are. Follow the instructions of the firemen or the emergency team.

Bomb Threat by Telephone

Question the caller about where the bomb is, what it looks like, when it will explode, and why this is being done.

Pay attention to the caller's exact words, age, sex, calm or excited attitude, and background noises.

Call the Federal Protective Service and follow their instructions.

Suspicious Object or Bomb

Do not touch or move the object. Stand clear.

Call the Federal Protective Service. Follow their instructions, or those of the emergency team, to evacuate the area.

Demonstration

Follow the instructions of the police or Federal Protective Service officers.

Do not talk to demonstrators, cross their paths, or otherwise interfere with them.

Illness or Injury

For a heart attack or stroke, first call the Health Unit and then call the Federal Protective Service.

OR

Call the nearest person in your building trained in cardio-pulmonary resuscitation (CPR).

For other illness or injury, do not move the injured person.

Call the Health Unit.

Fill in the five emergency numbers below for fast help in time of need. Put the pamphlet in a handy place for instant use. Read it often so you'll know what to do if an emergency strikes.

Federal Protective Service _____

Fire Department _____

Police Department _____

Health Unit _____

Cardio-Pulmonary Resuscitation:

Closest person: _____ _____

Next closest: _____ _____

Third closest: _____ _____
(name) (number)